

**CAPITAL SECURITY COST SHARING PROGRAM  
IMPLEMENTATION TIMELINE (FY04 Activities)**

19 March 04	Final Draft FY04 Guidance Memorandum on the Capital Security Cost Sharing Program Charges for FY06 posted to the OBO Interagency Facility Committee Web page.
31 March 04	Corrections to the Final Draft FY04 Guidance Memorandum due from agencies.
7 April 04	Distribution of the Implementation Timeline.
25 April 04	Distribution of the Final Guidance Memorandum to the Interagency Facility Committee Members and all Agency Contacts.
1 June 04	Revisions due from agencies to document elimination of old authorized positions from the FY05 Cost Sharing charges.
15 June 04	Distribution to each agency of listings of the number of its authorized positions by post and category for FY06.
13 July 04	Agencies submit requests for (1) corrections to authorized positions lists and (2) rent offsets. To expedite the review of corrections, agencies should verify their corrections with their representatives at post, who should coordinate with the Management Officer at post before corrections are submitted to State/OBO.
14 July 04 to 4 August 04	State/OBO and agencies individually meet, consult, and resolve differences on positions and offsets. OMB facilitates resolution of unresolved issues.
25 August 04	State/CFO sends out formal written notification to each agency of the number of its authorized positions by category and the associated dollar amounts.
September 04	Agencies include Cost Sharing dollar amounts in their FY06 budget submissions to OMB, along with overseas personnel counts as required by Circular A-11.
September 04	State/CFO sends official invoices for payments of the FY05 Cost-Sharing charges to agencies.